

UNITED STATES DEPARTMENT OF JUSTICE IMMIGRATION AND NATURALIZATION SERVICE

Office of Business Liaison

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Order INS Forms 800-870-3676 Website www.usdoj.gov/ins/

Introduction to INSpass

The Immigration and Naturalization Service's (INS) Passenger Accelerated Service System (INSpass) is an automated system that can significantly reduce immigration inspection processing time for authorized travelers at certain US airports¹. To use INSpass, eligible aliens must be enrolled and issued a portPASS card.

Availability of INSpass

INSPASS is currently operational at international airports in Los Angeles, Miami, Newark, New York (JFK), San Francisco, Washington-Dulles, and the U.S. preclearance sites at Vancouver, and Toronto in Canada.

Eligibility for INSpass

Citizens of the US, Canada, Bermuda, and Visa Waiver Pilot Program (VWPP) countries who visit the US on business three or more times a year, or who are diplomats, representatives of international organizations, or airline crews from VWPP nations, are eligible. Aliens with criminal records or who require waivers of inadmissibility to enter the US are ineligible. The PortPASS card may be revoked or canceled at any time.

Operation of INSpass

An INSpass enrollee inserts the portPASS card into an unstaffed INSPASS kiosk that is similar to an automated bank teller device. The traveler is prompted via touch-screen display to enter the arriving flight number (certain persons only) and to place a hand in the hand geometry reader in accordance with screen prompts designed to achieve hand/reader alignment. The kiosk software automatically compares the live scan of the traveler's hand biometrics to the image captured and stored upon that alien's INSpass enrollment. If the alien traveler's identity is validated, an I-94 receipt of his/her inspection is printed by the kiosk, directing the traveler to proceed to United States (US) Customs inspection. If identity is not validated, a screen message refers the traveler to a nearby inspection booth. Typical processing time is 15-20 seconds.

INSpass Enrollment Process

Eligible aliens should identify an INSpass enrollment office (see list below). Form I-823 may be requested at such office or downloaded from INS' website (<http://www.usdoj.gov/ins/forms>). The completed application form must be filed in person or by mail, including supporting documentation, at an enrollment center. The applicant must bring a valid passport (unless exempt) to the enrollment interview, during which his/her admissibility to the US and eligibility for INSpass will be determined. The interview may be scheduled at any enrollment office. Approved applicants will receive a portPASS card and instructions for use of INSpass.

Cost of INSpass Enrollment

There is no fee at this time for INSpass enrollment.

Validity Period of INSpass Enrollment

INSpass enrollment is currently valid for one year. Users are warned of pending card expiration by kiosk prompts. When an expired card is inserted at an INSpass kiosk, the alien is referred to INS Inspections.

- ¹ Enrollment in INSPASS, or possession of a PortPASS card, does not confer any special immigration benefit or preferential immigration inspection status.
- The PortPASS card is not a substitute for a passport or visa if required for the alien bearer to enter the US.
- An alien traveler must be able to present a valid passport and/or visa and/or alien registration receipt card and/or Border Crossing Card upon entering the US, as required by law.
- INSpass enrollees are subject to automated random or discretionary compliance reviews to ensure that US laws are enforced or for quality control purposes related to various INSPASS programs.

INSpass Enrollment Offices *(information subject to change)*

Los Angeles International Airport (310-215-2101 ext. 467) Open M-F 8 am-9pm, Sat. 8am-4pm (closed Sunday)

Location: Tom Bradley International Terminal - international arrivals level (near information desk)

Mailing Address: USINS - INSPASS, 380 World Way Box N-20, Los Angeles, CA 90045

Miami International Airport (305-874-5469) Open daily 8am-8pm

Location: Concourse B, international arrivals level (outside customs area)

Mailing Address: USINS - INSPASS, P.O. Box 997895, Miami, FL, 33299-7895

Newark International Airport (973-645-3239 ext. 281) Open daily noon- 8pm

Location: Terminal B (outside customs area)

Telephone: Mailing Address: INSPASS, P.O. Box 2010, Newark, NJ, 07114-2010

John F. Kennedy International Airport

International Arrivals, Terminal 4 (718-662-3722) Open daily 4pm-8pm --Call 718-553-1688

Location: Departure level lobby

American Airlines, Terminal 8 (718-632-2317) Open daily 3pm-7pm

Location: Departure level, second floor, center of terminal building

British Airways, Terminal 7 (718-425-5932) Open daily 7am-11am & 4pm-8pm

Location: Arrivals level meeting area

Delta Airlines, Terminal 2 (718-632-5682) Open Daily 1pm-8pm

Location: Departure level, East side, adjacent to gate 5 on the third floor

Mailing Address: INSPASS, P.O. BOX 300766, JFK Airport Station, Jamaica, NY 11430

San Francisco International Airport Open Mon- Sat (closed Sun)

Location: International Terminal (D), arrival level (opposite exits from Customs)

Open Hours: Telephone: none assigned as of this printing

Mailing Address: USINS, P.O. Box 280551, San Francisco, CA 94128, ATTN: INSPASS Enrollment Center

Pearson International Airport (Toronto, Ontario, CANADA)

NOTE: Non-ticketed passengers should telephone and ask for escort to enrollment center in FIS area.

Terminal Two (T-2) Open daily 5:30am-7pm

Location: U.S. Federal Inspection Services (FIS) area on departure level

Terminal Three (T-3) Open daily 5:30am to 7pm

Location: FIS area on the departures level

Telephone: (905) 676-2563

Mailing Address: U.S. Immigration & Naturalization Service, Lester B. Pearson International Airport

P.O. Box 6011, Toronto AMF, Ontario, Canada, L5P 1B2

Vancouver International Airport (Vancouver, British Columbia, CANADA)

Open Mon-Sat 6am-6pm (closed Sun)

Location: Departures level behind the US-bound airline check-in counters.

Telephone: (604) 278-2520

Mailing Address: INSPASS, USINS, P.O. Box 24139, Airport Postal Outlet, Richmond, British Columbia, Canada V7B 1Y3

or: INSPASS, USINS, Vancouver Preclearance, P.O. Box 450, Port Roberts, Washington 98281

Dulles International Airport (Washington, DC)

Location: Main terminal, Arrivals (Lower) Level, West End, opposite baggage carousel #10

Telephone: (703) 661-5100

Mailing Address: INSPASS, USINS, P.O. Box 17775, Washington, DC 20041